

Capital Improvements Subcommittee Minutes
Monday, June 13, 2016
4:00 PM – 6:00 PM
5th Floor Conference Room, Town Hall

Capital Improvements Subcommittee Members present: David Pollak (Chairman), Helen Charlupski, Barbara Scotto.

Other School Committee Members present: Susan Wolf Ditkoff.

School staff present: Mary Ellen Dunn, Ben Lummis, Nicole Gittens.

Town staff present: Ray Masak (Building Department)

Others Present: Carla Benka and Michael Sandman (Advisory Committee), Tom Corcoran (Brookline Music School Board), Regina Frawley, Richard Nangle.

The meeting was called to order at 4:00 PM.

1) Approve Minutes of the May 13, 2016 Capital Improvements Subcommittee Meeting

On a motion of Ms. Charlupski and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted approval 3-0.

2) Update on 9th Elementary School Planning

The draft Education Plan for the 9th Elementary School is being finalized and will be ready within the next day. Deputy Superintendent Jennifer Fischer-Mueller has worked on it and Deputy Superintendent Karen Shmuckler is reviewing. The Ed Plan includes square footages and is written to include both the three- and four-section-per-grade options. It will go out to JLA and to SC at the same time this week. Incoming Superintendent Andrew Bott and incoming Deputy Superintendents Nicole Gittens and Sam Zimmerman are being included in the process.

3) Update on Brookline High School Expansion Planning

The Powerpoint presentation for tonight's BHS Expansion public meeting has been posted on the project website

4) Update on Brookline Music School Lease Extension

The draft lease extension, which is in the form that was negotiated in 2014 was discussed. BMS is currently a tenant-at-will and all parties would like to change this to a permanent status. Mary Ellen is working with Town Counsel and the Music School on finalizing the lease documents. This includes updating and including a series of Exhibits such as the agreed upon capital improvements schedule (to be carried out by BMS) and the 2009 vote of the state legislature approving a 20 year lease. The assembled documents will be brought to the July SC workshop for review and discussion.

There was a separate discussion of BMS rental fee schedule for lessons that it gives in the PSB buildings. This was discussed in specifics as well as in the context of PSB's ongoing work to standardize rental policies for all space users.

There had been a one-year roll-out of rental fees in F15. During that roll-out year the newly established rental rates were charged at half to BMS and other community partners. However, for F16 the full rates were and are implemented. There is an outstanding rental invoice for BMS use of school space in the amount of \$43,575 for F16. Tom Corcoran agrees that BMS would pay this amount.

The rental rate for music lesson space was discussed. The rate is \$10/classroom/hour. No custodial fee is charged on weekdays. PSB is working on revisions and considering bringing

forward a revised fee schedule. This includes looking at room size, but not differentiating rent rate by number of students in the room. Mary Ellen assured the Committee that they will provide a detailed rationale along with any proposed new fee schedule. After discussion about how a rental fee schedule might be considered by SC the consensus was that it should come first to Capital, then to Finance, and then perhaps to Policy before being presented to the full Committee.

5) Update on Extended Day Program Agreements

Mary Ellen provided an overview of the governing laws in Chapter 30B. There should be a lease agreement or Memorandum of Understanding (MOU) signed by the Superintendent. As of 2020 a public advertising and bidding process will be required in order to grant any organization longer than a one-year license. Mary Ellen noted that she has gone through this process with three other communities but never three years in advance. Her plan is to do this in 2020 and to work toward having everything lined up Fall, 2019 so that we can have contracts in place for July 1, 2020.

6) Old and New Business

Regina Frawley asked for clarification of an item that she had noted in the Board of Selectmen packet from the previous Tuesday night. This related to the Devotion School Building Project and the Contract with Shawmut Construction, the CM. Shawmut's contract was for \$10+ million and a Change Order was presented for an additional \$18.9 million. David Pollak explained this as follows:

Shawmut was hired as CM about a year prior to the start of construction to provide pre-construction and planning services. Their initial contract that was negotiated and signed includes all of the detailed provisions of the entire scope of work of managing the project through completion, and also includes all of Shawmut's fees for the entire project as well as other costs. However, the initial contract does not include the actual construction costs for the project because the Construction Documents have not yet been completed and bid. Most of Shawmut's fees will be earned later during the actual construction and their pre-construction services are contracted at a fixed monthly cost of approximately \$15,000/month. The \$18.9 million dollar "Change Order" is for the first part of the actual construction bids called the "early bid packages." The remainder of the construction work will be bid in the fall. Because all of the important features of the contract had already been negotiated and included in the original contract these succeeding parts are framed as changes to that contract – therefore "Change Orders."

The meeting adjourned at 6:00 PM.